



Soneike Private School

2026 Kiddies Planet handbook

1. Introduction

Welcome to Soneike Private School - Kiddies Planet. We are delighted that you have chosen our institution for your child's early education. This handbook serves as a comprehensive guide to the school's essential information, operational policies, and procedural expectations. We encourage all parents and guardians to read this document thoroughly.

2. School Contact and Operational Information

Detail	Information
School Name	Soneike Private School - Kiddies Planet
Physical Address	5 Hibiscus
Email Address	Tanya@soneikeschools.org
Contact Number	021 905 0617
Operating Hours	6:00 am – 6:00 pm

3. School Philosophy and Mission

3.1. Philosophy

At Soneike Private School - Kiddies Planet, we are founded on the principle that every child is entitled to a stimulating and enriching educational journey. We are dedicated to cultivating a holistic learning experience that promotes academic aptitude, social

responsibility, and emotional intelligence. Our environment is intentionally nurturing, fostering curiosity, creativity, and the development of critical thinking skills.

3.2. Mission

Our mission is to consistently deliver innovative and enjoyable learning experiences, empowering our students to develop into confident, compassionate, and principled individuals. We strive to equip them with the necessary skills to thrive in an evolving global landscape. We are committed to making learning relevant and engaging while championing lifelong learning, the formation of healthy friendships, and outstanding character development.

4. Key School Policies

4.1. Admissions Policy

The detailed process and criteria for enrollment are outlined in a separate Admissions Policy document, which is available on our official website or can be requested from the school office.

4.2. Attendance Policy

Consistent and punctual attendance is vital for a child's educational progression. Parents/Guardians are required to notify the school office promptly regarding any planned or unforeseen student absences.

4.3. Discipline Policy

We implement a constructive and supportive approach to student discipline. Our focus is on restorative practices and providing constructive feedback to guide children towards responsible behaviour and self-regulation.

5. Health and Safety Policy

The paramount concern of Soneike Private School - Kiddies Planet is the health and safety of every child. We maintain rigorous policies to ensure a secure and hygienic educational environment.

5.1. Illness and Sick Children

Children exhibiting symptoms of infectious illness (e.g., fever, vomiting, diarrhea, persistent cough) must be kept home. If a child becomes symptomatic while at school, they will be promptly moved to the designated sickbay, and the parent/guardian will be contacted immediately for collection. The child must be symptom-free for a minimum of 24 hours before returning to school.

6. Medication Administration Policy

To safeguard the well-being of all students, the following stipulations apply to the administration of medication by school staff:

1. **Acute Illness:** Staff are not authorized or trained to administer medication for general or acute illnesses. Children requiring such medication must remain at home.
2. **Chronic Medication:** Administration of chronic medication is permissible only if the following strict requirements are met:
 - a. A fully executed and signed consent form is provided by the parent/guardian.
 - b. A current medical certificate from a licensed physician is submitted, specifying the medication name, dosage, frequency, and administration instructions.
 - c. The medication must be personally delivered to the school by the parent/guardian and formally logged and signed for by the Principal or an authorized administrator.

Medication will not be administered without the required documentation and consent. Your adherence to this policy is essential for student safety.

7. Incident and Accident Management Policy

While the school strives to provide a safe and supervised setting, we recognize that minor incidents and accidents may occur.

7.1. Reporting Procedures

All incidents and accidents, regardless of severity, will be documented and reported to the affected student's parents/guardians in a timely manner.

7.2. Investigation

The school commits to conducting a thorough internal investigation into any significant incident or accident. The purpose of the investigation is to ascertain the cause and implement preventative measures to mitigate the risk of recurrence.

8. Communication Protocol

8.1. Regular Updates

Parents/Guardians will receive regular updates on their child's academic and developmental progress via formal reports, school newsletters, and scheduled parent-teacher conferences.

8.2. Parent-Teacher Conferences

Formal conferences are scheduled twice per academic year to facilitate a dedicated discussion regarding the student's progress and to address any parental concerns.

8.3. Communication Channels

We advocate for open and constructive dialogue between parents, educators, and the administration. The school may be contacted via email, telephone, or by arranging a formal in-person meeting.

9. Parental Responsibilities

9.1. Policy Compliance

Parents/Guardians are expected to support, adhere to, and respect all established school policies and procedures.

9.2. Conference Attendance

Regular attendance at scheduled Parent-Teacher Conferences is mandatory for maintaining informed involvement in the child's education.

9.3. School Involvement

Parental involvement in school activities and events is highly valued and encouraged.

10. Parent/Guardian Code of Conduct

All parents and guardians are expected to maintain a standard of professional and respectful conduct toward all school staff, students, and other parents/guardians. While we uphold an open-door policy for discussing concerns, any aggressive, abusive, or threatening behaviour is strictly prohibited.

10.1. Respect for Staff

School personnel are to be treated with respect and dignity. Behaviour deemed to be bullying, harassment, or intimidation toward any staff member will result in immediate intervention.

10.2. Conflict Resolution

Disagreements or concerns must be addressed through professional and private channels. Causing a disruptive public scene, including shouting or screaming, on school premises is unacceptable.

10.3. Consequence of Non-Adherence

Failure by parents/guardians to address conflicts or concerns respectfully and professionally may be grounds for the termination of the student's enrollment contract.

11. Photography and Media Usage Policy

The school routinely captures photographic and video content of students during daily activities and organized events for the following purposes:

- Publication on official school social media platforms.
- Inclusion in the school website and promotional newsletters.
- Sharing with respective parents/guardians via secure communication channels.

Parents/Guardians are required to sign a separate Media Consent Form upon enrollment, explicitly granting or withholding permission for their child's image to be used in accordance with the purposes detailed above.

12. School Uniform and Dress Code Policy

12.1. Uniform Requirements

1. **Standard Uniform:** The prescribed school uniform is compulsory for all enrolled children.
2. **Grade R:** Students in Grade R must strictly adhere to the uniform guidelines daily.
3. **Pre-Grade R:** Students in Pre-Grade R must wear the school uniform daily, with flexibility to choose from the available school uniform options.
4. **Potty Training:** Children actively undergoing toilet training must wear loose-fitting attire; restrictive clothing, such as jeans, is not permitted to facilitate easy access.

5. **Applicable Age Range:** The school uniform policy applies to all children aged one year and older.
6. **Personal Belongings:** Parents are advised to refrain from sending children to school in expensive or highly branded clothing items.
7. **Labelling:** All personal items, especially clothing, must be clearly and permanently marked with the child's full name and surname.
8. **Lost Property:** While staff will take reasonable care of children's belongings, the school cannot accept responsibility for lost or misplaced clothing or personal items.

13. Pick-up and Drop-off Procedures

A dedicated, detailed Pick-up and Drop-off Policy document is available upon request. All parents/guardians are required to review this document to ensure compliance with our safety procedures for the secure transfer of students.

14. Late Collection Policy

A separate Late Collection Policy, which outlines the applicable penalty fees for collections made after the official closing time of 6:00 pm, is available upon request. We expect all parents/guardians to collect their children punctually by 6:00 pm. Consistent late collection negatively impacts our dedicated staff and operational flow. Persistent failure to adhere to the collection time may lead to the termination of the contract.

15. Meal and Nutrition Policy

The school provides students with two main meals daily: breakfast and lunch. Parents/Guardians are responsible for providing all necessary snacks for their children throughout the day.

15.1. Special Dietary Requirements

For children with documented food allergies or specific dietary requirements, parents/guardians must complete an official Allergy and Dietary Restriction Form, provided by the school. This form details the necessary procedures for managing the child's specific dietary needs.

16. Fees and Financial Terms

16.1. Fee Structure

The detailed fee schedule is provided in a separate Financial Policy document, available on our website or upon request.

16.2. Payment Terms

Fees are due and payable monthly, in advance, on or before the 1st day of each calendar month.

17. Student Withdrawal Policy

17.1. Notice Requirement

A mandatory minimum of one calendar month's written notice is required should a parent/guardian wish to withdraw a child from the school.

17.2. December Withdrawal

No notice of withdrawal will be accepted for the month of December. The full month's tuition fee for December will be payable, irrespective of the child's attendance during that month.

18. Contract Termination Policy

Soneike Private School - Kiddies Planet retains the right to terminate the enrollment contract under the following circumstances:

1. **Inability to Meet Parental Expectations:** If, despite reasonable and documented attempts, the school is unable to meet specific, ongoing parental demands or

expectations that demonstrably disrupt the school's standard operations or conflict with its educational philosophy, the contract may be terminated.

2. **Non-Payment of Fees:** Failure to remit tuition fees in strict accordance with the established payment terms will result in contract termination.
 - **Financial Default and Collection:** Should the parent/guardian default on any fee payment, the outstanding balance will be subject to a 30% collection fee. This fee is levied to cover administrative and debt recovery costs incurred by the school.
3. **Child's Adjustment:** If a student demonstrates a persistent and fundamental inability to successfully adjust to the school environment after a reasonable introductory period (typically defined as 6-8 weeks from the enrollment date), and the school determines that it cannot safely or effectively accommodate the child's needs within its current program, the contract may be terminated. This decision will be made following comprehensive consultation with the parent/guardian and is always prioritised for the child's best interests.

19. Inclusion and Specialized Support Policy

Soneike Private School - Kiddies Planet is committed to an inclusive environment. However, our primary obligation is to ensure the safety and optimal learning environment for all students.

In instances where a child presents with complex or specialized needs, such as those associated with Autism Spectrum Disorder (ASD), which require significant support and accommodation, the school will collaborate with the parents/guardians to formulate a suitable personalized support plan.

Should a child's needs pose an unmanageable risk to themselves or others, or if the necessary specialized support cannot be safely or effectively integrated into our established educational program, the school reserves the right to formally request that

parents/guardians seek alternative educational settings that are better equipped to provide the required individualized care.

A detailed policy outlining our procedures for supporting children with diverse needs is available upon request.

20. Rest/Nap Time Policy

To ensure a hygienic, comfortable, and restful nap time for all students, adherence to the following requirements is mandatory:

- **Stackable Bed:** Children must provide their own stackable bed for nap time.
- **Bedding:** Sleeping bags or bedding are permitted to be brought to school only during the period between April and September. They must be collected and taken home at the end of September.
- **Blankets:** Children are strictly prohibited from bringing personal blankets to school.
- **Ownership:** All sleeping items remain the property of the child and are to be collected upon withdrawal from the school.
- **Hygiene:** The sharing of sleeping beds or bedding is strictly prohibited to maintain hygiene standards and prevent the transmission of illness.

20.1. Non-Compliance with Sleeping Item Provision

Should parents/guardians consistently fail to provide the required sleeping items after multiple written reminders, the school reserves the right to alter the child's enrollment status to half-day sessions. In such cases, the child must be collected before the scheduled nap time.

We appreciate your cooperation in supporting a restful environment for all children.

21. Staff Gift-Giving Policy

To maintain a transparent and equitable professional environment and to prevent any potential perception of favoritism, the school enforces the following policy:

Parents and guardians are strictly prohibited from purchasing individual gifts or presents for any school staff member (including teachers, administrators, support staff, the Principal, or the CEO) at any time during the year. This prohibition extends to personal birthdays, holidays, or any other special occasions.

The only permissible exception is a collective gesture of appreciation during the annual Employee Appreciation event, which is held at the end of the academic year. During this event, parents and guardians may contribute to an organized, collective gift or expression of gratitude for the entire staff body.

This policy upholds a culture of fairness, respect, and ensures that all personnel are treated equally.

22. Birthday and Celebration Policy

Soneike Private School - Kiddies Planet is committed to maintaining an inclusive and safe environment for all students.

In strict consideration of students with food allergies, life-threatening sensitivities, and special dietary restrictions, including diabetes, the school does not permit parents/guardians to send cakes, cupcakes, or any external food items to school for birthday celebrations.

A detailed Birthday Celebration Policy document, outlining approved celebration procedures, is available upon request. Your cooperation ensures the safety and inclusion of all children during these events.

23. General School Operating Rules

To ensure a healthy and secure environment for the entire student body, the following essential rules are enforced:

1. **Hair Accessories:** Hair beads and similar small, detachable hair accessories are strictly prohibited. These items constitute a choking hazard and pose a risk if inserted into body orifices.
2. **Food Allergies (Peanut-Free Zone):** Soneike Private School operates as a stringent peanut-free facility. Children are not permitted to bring peanuts or any products containing peanuts to school to safeguard students with severe peanut allergies.
3. **Choking Hazards:** Specific foods known to be choking hazards, such as whole grapes, hard candy, and other small, round, or firm foods, are not allowed. Children's snacks must consist only of safe, cut-up fruits, vegetables, and other school-approved items.

24. Christian Ethos Acknowledgment

Soneike Private School is institutionally founded upon and actively practices the Christian faith. By signing the acknowledgment below, you formally recognize and commit to respecting our Christian values and principles.

We require all parents/guardians and students to respect and adhere to our foundational Christian ethos while on school premises or during school-related activities, irrespective of personal faith or belief systems.

Thank you for choosing Soneike Private School - Kiddies Planet.

25. Review and Revision Schedule

This Handbook is a dynamic document and will undergo regular review and revision as deemed necessary to ensure its ongoing relevance, effectiveness, and alignment with the overarching goals and values of Soneike Private School - Kiddies Planet.

Acknowledgement of Receipt and Understanding of Handbook

I, **(Name of Parent/Guardian, Surname)**

_____, hereby affirm
that I have received and thoroughly read the Soneike Private School - Kiddies Planet
Handbook. I confirm my understanding and commitment to respect the school's
policies, procedures, and Christian values as outlined herein.

Signature: _____

Date: _____

Please return a signed copy of this acknowledgement to the school office.